

## **I. Student Organization Fundraising and Special Event Guidelines**

SIUE School of Pharmacy (SOP) student organization events should reflect the vision, mission and goals of the school and university.

SIUE SOP student organization policies, procedures and guidelines relating to fundraising ensure that the SIUE SOP is represented to external funders by a coordinated, fully developed, and well-matched approach. To that end, the following procedures have been developed.

### **Event Protocol:**

1. All SOP organization events must be approved in advance by the Office of Professional and Student Affairs in conjunction with the SOP Director of Development. To be approved, the event should not conflict with the desired professional image of the school or be at odds with the vision, mission, and goals of the SOP.
2. An application for holding a special event should be completed and submitted to the Office of Student Affairs at least six weeks, but ideally 12 weeks prior to the event.
3. All individual, corporate, foundation or small business fundraising efforts including solicitation of gifts-in-kind, monetary gifts, gifts of service and souvenir item sales should be approved prior to contact. A list of companies and organizations that cannot be solicited and or require notification prior to solicitation is attached.
4. All souvenir type items **MUST** be ordered from a licensed vendor of Southern Illinois University Edwardsville. A copy of licensed vendors is maintained in the Office of Professional and Student Affairs. If student organizations will be selling souvenir type items (clothing or other imprinted items), the initial design and wording should be forwarded to the Office of Professional and Student Affairs for approval. To accommodate schedules, please allow ten business days for an appropriate response.
5. No advertisements (including internal and external forms of advertisement) should be at odds with the professional image of the SOP.
6. When raising funds for third party entities (examples: Red Cross, Special Olympics, March of Dimes, Susan B. Komen Race for the Cure etc.), it is the student organization's responsibility to provide documentation stating that funds will benefit the specific organization and will be recognized and receipted by that organization. Any questions concerning recognition of the gift should be directed to the benefitting organization.
7. Any violations of this policy will be presented to the Student Representative Council (SRC), and this body will make recommendations to the Office of Professional and Student Affairs for any disciplinary actions. The final decision for disciplinary actions will be reached by the Associate Dean of Professional and Student Affairs. Disciplinary actions may include a suspension of an organization's fundraising or other event activities for a finite period of time. Repeated violations may result in the revocation of an organizations approval to operate as an entity of the SIUE SOP.